



St Albans Girls' School

Activity & Controls – Teaching, Curriculum and Communal areas

Classroom capacity

- Classrooms have been reconfigured to all tables seating two students facing forwards at all times – this must not be changed and teaching methods adapted accordingly
- In line with PHE and government guidance, all classrooms can seat the usual sized teaching groups, with all students facing forwards

Classroom protocols and organisation

- All students must be reminded of the use to 'catch it, bin it', the importance of social distancing and the importance of hygiene and sanitisation
- Teachers should stand at the front of the class and face towards the students but not move between them
- Student may access student toilets, at the correct locations during the course of a lesson to avoid queues at break and lunch

Classroom resources

- Use hand sanitisers on entrance to the classroom
- Students do not have access to their lockers and so may not have the correct resources – these should be provided by the teacher without reprimand
- All resources must be sanitised following usage
- There should be no sharing of resources by students
- Any practicals must follow the CLEAPPS methodology to conform to health and safety regulations under Covid-19
- There will be a strong cleaning regime in ADT at the end of every lesson and hand washing during the course of lessons following usage of resources
- Peripatetic music lessons will be conducted remotely
- There can be no singing or shared use of instruments within music lessons
- The DfE guidance for full opening: schools sets out the following guidance for school-based equipment and resources: “Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.”
- Wherever possible, work will be submitted electronically whether electronic submission of work is possible.
- The CILIP (Library and information association) guidance for textbooks is 72 hours’ quarantine for plastic covers, and 24 hours’ quarantine for cardboard and paper-backed books (see further details below). You may wish to consider scanning and projecting pages and/or photocopying extracts (although bear copyright in mind).

Staff room and offices

- The staff room has limited capacity of 20 staff, with identified seating
- The staff room is open for refreshments and if you are going to place items in the fridge, it must be cleared when you leave each day
- Do not leave any food in the staff room fridge or cupboard over night
- Staff can access the facilities in the staff room for tea/coffee etc
- Staff are reminded to bring in refreshments and water bottles to be used during the school day
- Use of offices across the school at any one time:
 - Maths – limited to three people per office
 - Science work room – limited to two people
 - Geography/REP/History – limited to four people
 - English – limited to four people
 - PE - limited to three people
 - Performing Arts – limited to two people per office suite

- Where no office is identified, it is because the current office is only occupied by one member of staff such as the Curriculum Lead
- Data and Exams – limited to four people – extended space in office upstairs next to M1, if required
- Finance – limited to three people – extended space along corridor as parent meeting room is now the extended finance office
- IT – limited to 3 people – Dave Adams will move to the room next to the sixth form offices
- Sixth form office – upstairs in sixth form centre – limited to four people
- HR – limited to three people
- PR/Comms – limited to two people – extended to resources room for additional capacity

Movement in communal areas

- Movement = Masks for all
- Clear signage is in place across the school, at entrances, receptions, toilets, washing, teaching, social and communal areas promoting social distancing, hand hygiene and 'catch it, bin it' rules
- Clear floor markings and the one-way system must be adhered to by all
- All systems and procedures must be visibly modelled by all colleagues and will be routinely monitored and reviewed throughout the day
- Doors will be propped open across the school to support circulation of air and avoid touching surfaces unnecessarily

Timing of teaching activities

- Prompt adherence to the timing of lessons is essential
- Meet, greet and hand sanitise on entry to the classroom – move students on adhering to the classroom movement plan for each class
- Avoid any queues
- On entry to the class students move swiftly to identified seats
- Remind students of the need to hand sanitise and social distance
- If students wish to use the toilets, following the usual guidelines, in lesson time then this is acceptable to avoid queues but monitor closely
- Teachers to remain at the front of the class to lead and support. Remind students that the style of teaching will be different from previous expectations
- 50 minutes into the lesson stop teaching and prepare to pack away
- Sanitise the desks with a spray and provide a blue wipe to all students to wipe down their table and any resources
- Students hand sanitise and add face mask to prepare to move from lesson
- If period 2 then students can remain in the classroom for break or go to designated outside spaces
- Check the day of the week for access to restaurant for students
- If period 4 check access times of pre-ordered lunch to students - students must remain in the period 4 classroom until the 1.25pm bell
- If period 5, amend timing accordingly to the staggered end of the day times

Curriculum organisation

- Consideration should be given on planning what to teach, and how, taking into account resocialisation into school routines
- Any curriculum content issues do not need to be discussed with students but should be shared with CLs and SLT
- Gaps in learning must be assessed and addressed in teachers' planning
- Plans for intervention are in place for those pupils who have fallen behind in their learning

Enhancing Mental Health support for students and staff

- There are sufficient numbers of trained staff available to support students with mental health issues.
- Access to Student Support is by appointment only
- There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health
- Wellbeing/mental health is discussed regularly in PSHE, assemblies, form tutorials and Student
- Resources/websites to support the mental health of students are provided
- Staff are encouraged to focus on their wellbeing
- Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload
- Staff briefings and training include content on wellbeing
- Staff briefings/training on wellbeing is provided with videos and follow up support where required by local GP practice
- Wellbeing online support available
- Staff have been signposted to useful websites and resources
- The school has access to trained staff who can deliver bereavement counselling and support. This includes HCC critical incident team
- Support is requested from other organisations when necessary

This will be reviewed weekly and amended accordingly.

MCN
August 2020